



PRODUCED BY THE CENTER FOR TEACHING AND FACULTY DEVELOPMENT

# USING SOMEONE ELSE'S WORDS: QUOTE, SUMMARIZE AND PARAPHRASE YOUR WAY TO SUCCESS

## CHAPTER 1: INTRODUCTION

### WHY SHOULD I USE QUOTATIONS?

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Authors quote from books, papers, experts, facts, online text - all sorts of things to help them make their point. In fact, an important part of writing a college paper is to support your ideas with evidence. To do this, you will need to incorporate the words of others into your paper.

This tutorial will help you understand how to include outside source material in your text.

### CITATION STYLES

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In your paper, you will need to do more than just incorporate the words of others. You will need to cite your references according to a citation style such as APA and MLA. Even though this tutorial will not cover how to use those citation styles directly, you will see examples of them in the direct quotes, paraphrases, or summary examples throughout the tutorial. Each time we use one of the styles, we will tell you which one it is.

For your own information, you may want to find out more in the tutorial titled *The Citation Challenge: Demystifying APA and MLA*. For now though, we will just focus on the basics of quoting, summarizing, and paraphrasing as well as integrating references into your text.

Well. What are you waiting for? Get going!

## CHAPTER 2: USING QUOTATIONS

### HOW WILL QUOTATIONS IMPROVE MY WRITING?

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Read the two examples below. What differences do you notice between them?

Example A:

Frederick Douglass maintained that it was a concerted effort on the part of slave owners to make the slaves feel less than human.

Example B:

Frederick Douglass maintained that it was a concerted effort on the part of the slave owners to make the slaves feel less than human. In the narrative of his life, he writes that “By far the larger part of the slaves know as little of their ages as horses know of theirs, and it is the wish of most masters within my knowledge to keep their slaves thus ignorant” (255).

Example B uses the MLA citation style.

Both excerpts discuss the same topic, but the quote in the second example supports the idea with an example.

### WHAT IS A DIRECT QUOTATION?

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When you use the exact words of another author in your paper, you are directly quoting that author.

The words of the other author should be enclosed in quotation marks.

In one of the most famous speeches of the 20<sup>th</sup> century, John F. Kennedy stated: “Ask not what your country can do for you, but what you can do for your country” (15).

This example is in MLA style.

**Hot Tip:** If you are quoting a section which is longer than four lines long (or over about 40 words), you should indent it, but keep the line spacing the same.

## WHEN SHOULD I USE A DIRECT QUOTATION?

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You will need to decide when to use quotations and when to use your own words. Quotations used sparingly have more impact. Remember, they are only there to support your ideas.

Use a quotation when you want to:

- Let a great passage speak for itself
- Show the different sides of an argument in the debater's own words.
- Be sure to correctly incorporate highly technical information.
- Analyze specific language and/or word choice in a passage.

Hot Tip: A quotation isn't necessary when the information is considered common knowledge. For example, you would not need to quote an expert to state that Ronald Reagan was President of the United States from 1980-1988.

## HOW DO I INCLUDE A LONG QUOTATION?

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Sometimes you may feel that it is important to include a rather lengthy section of the original text in your paper. If the section is over 4 lines or 40 words long, indent the text  $\frac{1}{2}$  inch from the edge of the paper instead of using quotation marks.

The researcher carefully considered how Lias and Bartmess (2003) explained this type of energy:

The adiabatic ionization energy is the lowest energy required to effect the removal of an electron from a molecule or atom, and corresponds to the transition from the lowest electronic, vibrational, and rotational level of the isolated ion. (p.22)

This example is in the APA style.

Hot Tip: Writers usually use a clarifying sentence with a colon to introduce a long quotation.

## HOW SHOULD I SELECT A QUOTATION?

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Well-selected quotations and references in your paper clarify and illustrate points to make your paper more persuasive. When you choose your quotation, see if you can answer these questions about it:

- Does this quote illustrate or explain my point? If so, how?
- Does the quote add strength to my paper because it comes from a respected source? Or does the quote weaken it?
- What part of the quote is the most important? Have I chosen to include only that portion?

Hot Tip: Remember, your paper is still your paper—your professor is looking for your ideas, not just how well you quote the ideas of others. Choose your references carefully.

## HOW SHOULD I INTRODUCE MY QUOTE?

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No matter how you choose to incorporate the idea into your text, you want to make it clear that you are referring to someone else's idea, not claiming it as your own.

Gore (1992) asserted the importance of considering the environmental effects of technological advances, "The appropriateness of a technology becomes increasingly important as its power grows and its potential for destroying the environment expands" (p. 146).

This example is in APA style.

Hot Tip: Use active and descriptive verbs in your introduction of a quote such as: state, observe, recognize, insist, elaborate, comment, object, agree, disagree...

## POP QUIZ!

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1. When should you consider using a direct quotation?
  - a. When you need to analyze the language of the text in your writing
  - b. When you want to incorporate highly technical information into your text
  - c. When you want to show different sides of the argument in the debater's own words
  - d. All of the above

D IS THE CORRECT ANSWER

2. When considering adding a direct quotation, you need to check
  - a. How the quotation or paraphrase fits into your text grammatically
  - b. If the original writer used proper grammar when writing his work
  - c. If your teacher has ever read the quotation before
  - d. What else the author has written

A IS THE CORRECT ANSWER

3. No matter how long the quotation, as long as it has quotation marks around it, you've done your job.
  - a. True
  - b. False

FALSE IS THE CORRECT ANSWER

## CHAPTER 3: PUNCTUATE YOUR QUOTATION

### WHAT ABOUT PUNCTUATION?

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When quoting, a comma should be used to set off a complete sentence inserted within yours. For example:

Smith (2002) testified, "No one had ever explained the rules of downloading music to them" (p. 150).

This example is in APA style.

Watch out for placement of periods! The ending punctuation of your sentence may be affected by your choice to use MLA or APA format. Be sure to check on the rules in a style guide.

### HOW DO I MAKE THE QUOTATION FIT?

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You may need to make changes to the words in a quotation so that it makes sense incorporated in your own writing. If you change the verb tense or replace a pronoun with a noun, put the changed words in brackets.

Original quote:

Smith (2002) observed that, "No one had ever explained the rules of downloading music to them" (p. 150).

Modified quote:

Smith (2002) observed that, “no one had ever explained the rules of downloading music to [the students]” (p. 150).

Both of the preceding examples were in APA style.

An ellipsis is a mark used in writing that indicates an omission of text. You can use it to drop out words that don't add to the meaning of the quotation:

Original quote:

No one ever explained the rules of downloading music or any other sort of online files to students and therefore they could not be held accountable.

Modified quote:

According to Smith (2002), “No one ever explained the rules of downloading music...therefore they could not be held accountable” (p. 150).

Both of the preceding examples are in APA style.

## POP QUIZ!

1. If you put quotation marks around a sentence, you don't need to change it to fit grammatically with the other text.
  - a. True
  - b. False

FALSE IS THE CORRECT ANSWER

You need to make sure that the direct quotation makes sense grammatically and is clear. If necessary, you can use brackets to make change to a pronoun or verb tense.

2. An ellipsis can be used to cut out words from the quote that aren't necessary to include.
  - a. True
  - b. False

TRUE IS THE CORRECT ANSWER

You can replace unnecessary words in the quotation with an ellipsis.

3. Brackets are used just like parenthesis inside quotation marks.
  - a. True
  - b. False

FALSE IS THE CORRECT ANSWER

Brackets are used to make small changes to pronouns or verb tenses, which are necessary to keep the meaning of the direct quote clear.

## CHAPTER 4: SUMMARIZING AND PARAPHRASING

### WHAT ARE SUMMARIES AND PARAPHRASES?

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A few definitions before we begin:

**Paraphrase**—to rewrite the text in your own words so that it is about the same number of words as the original.

**Summarize**—to rewrite the text in your own words so that it is shorter than the original.

Sometimes you will want to include someone else's ideas in your paper without directly quoting them. To do this, you can paraphrase or summarize and give the author credit.

A paraphrase or summary is a rewrite of the original author's ideas in your own words. You need to be careful when you do this to make sure that you are really rewriting the text, not just changing a few key words.

Hot Tip: To avoid plagiarism, don't look at the original source as you write. Also, be careful about using the copy and paste feature on your computer so that you don't accidentally take text without rewriting it in your own words.

### HOW CAN I PARAPHRASE WITHOUT PLAGIARIZING?

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The following is an original passage:

The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial laborers, and provided jobs for a rising tide of immigrants. With industry came urbanization and the growth of large cities (like Fall River, Massachusetts, where the Borden lived), which became the centers of production as well as of commerce and trade.

William, Joyce, G. Lizzie Borden: A Case Book of Family and Crime in the 1890's. Bloomington, Ind. T.I.S. Publications Division, (January 1, 1981).

Now let's look at some examples of unacceptable and acceptable paraphrases of the preceding original passage.

First, let's look at the **unacceptable paraphrase**:

The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steamdriven companies became more visible in the eastern part of the country, they changes farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived, which turned into centers of commerce and trade as well as production.

The preceding passage is considered plagiarism because the writer has only changes around a few words and phrases and failed to cite a source for any of the ideas or facts.

Now let's look at an **acceptable paraphrase**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labor from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, population grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centers (William 1).

This is an acceptable paraphrase because the writer:

- accurately relays the information in the original using own words.
- lets the reader know the information source.

Now let's look at another **acceptable paraphrase**:

Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labor from agriculture to manufacturing, the demand for workers "transformed farm hands into industrial laborers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these hubs "which became the centers of production as well as of commerce and trade" (William 1).



This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.
- indicated which part is taken directly from the source by outing the passage in quotation marks and citing the page number.

## HOW DO I INTRODUCE A SUMMARY OR PARAPHRASE?

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Remember, although the summary or paraphrase will be written in your own words, it is important that you clearly identify the outside source and attribute the borrowed ideas to it.

Make sure that you use words that will clarify whose ideas you are using when you introduce your paraphrase.

Whittaker (1966) noted that the simple presence of a motorcycle in the room raised the heart rate of the chimps to a dangerous level (p.26).

This example is in the APA style.

## POP QUIZ!

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Please choose the correct answer:

1. When you paraphrase, you need to do all of the following (select all that apply):
  - a. Write it in your own words
  - b. Put quotation marks around it
  - c. Cite the source that it came from
  - d. Indent it

BOTH A & C ARE THE CORRECT ANSWERS

2. A paraphrase is just like a quotation only without the quotation marks.
  - a. True
  - b. False

FALSE IS THE CORRECT ANSWER

A paraphrase is restatement of the author's ideas in your own words.

## CHAPTER 5: MAKING SURE YOU'RE MAKING SENSE

### HOW DO I MAKE SURE I'M MAKING SENSE?

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So far, we have focused on how to grammatically incorporate a reference within your text or adapt another author's words to suit your purpose.

However, the most difficult part of using references is often selecting them and making sure they add meaning to our paper.

### IS MY QUOTATION DOING WHAT IT SHOULD?

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One of the greatest challenges writers face is making sure that their quotations, paraphrase or summary really adds to the paper's meaning, instead of just adding to its length. Take a look at these ineffective and effective uses of a quotation and see if you can think of some of the questions that you need to ask yourself as you include references in your own paper.

Ineffective use of quotation:

Today, we are too self-centered. "We are consumers-on-the-run...the very notion of the family meal as a sit-down occasion is vanishing. Adults and children alike eat...on the way to their next activity" (Gleick 148). Everything is about what we want.

This example is in the MLA style.

This example is ineffective because the quotation isn't integrated with the writer's ideas. The introduction and follow up sentences are about being self-centered, but the quotation is about being busy. There is no real connection between the claim and the quotation. Furthermore, the quotation's significance is not discussed, which makes it difficult for the reader to see the relationship between the evidence and the writer's point.

A more effective use of quotation:

Today, Americans are too self-centered. Even our families don't matter as much anymore as they once did. Other people and activities take precedence, as James Gleick says in his book, *Faster*, "We are consumers-on-the-run...the very notion of the family meal as a sit-down occasion is vanishing. Adults and children alike eat...on the way to their next activity" (148). Sit-down meals are a time to share and connect with others; however, that connection has become less valued, as families begin to prize individual activities over shared time, promoting self-centeredness over group identity.

This example is in the MLA style.

This example is effective because it uses a “lead-in” phrase to introduce the direct quotation. This “lead-in” phrase helps to integrate the quotation with the writer’s ideas. The writer discusses and comments upon the quotation immediately afterwards, which allows the reader to see the relationship between the quotation and the writer’s point.

Hot Tip: Discussing your evidence’s significance develops and expands your paper!

## INTEGRATING THE MEANING INTO YOUR TEXT

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Each time you incorporate outside information in into your text you will need to evaluate the connections you are making between your ideas and the ideas of the author. Ask yourself:

- Have I clearly stated my point, topic or thesis idea?
- Have I clearly explained the relationship between that point and the evidence in the quote?

Some writers start out with a formula to make sure that they do this. While you may use more advances writing techniques as time goes by, starting out with a kind of checklist can be helpful.

## THE QUOTE SANDWICH

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Thinking of the quote sandwich may help you remember that you have an opportunity on either side of your reference to include information that will help your reader understand how the reference connects to your writing. No matter what order you do it in, you will want to do three things with each quote:

First, introduce your point

Second, quote, paraphrase or summarize

Third, connect the pieces together

Hot Tip: You may want to go back and look at the last example again to see how the author introduced his or her idea, included a direct quotation, and then followed it up with a connecting sentence.

## CHAPTER 6: SOME DOs AND DON'Ts

There are some definite DOs and DON'Ts when it comes to including references in your paper so never hesitate to consult a good style guide, reference manual or you teacher if you have any questions.

Hot Tip: Visit the EXTRAs part of this tutorial for style guide recommendations or ask your teacher for suggestions.

## SOME DOs TO KEEP IN MIND

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**DO** introduce your reference with the correct use of words and punctuation, whether you directly quote, paraphrase, or summarize the material. It is possible to plagiarize an author's ideas, not just his or her words.

**DO** check each of your quotes and references to make sure that they add to the meaning of your paper, not just its length. Your job as the author is to determine what portion of the text to use and use it wisely.

**DO** cite your sources properly in the style your teacher recommends. If you have any questions about how to do this, you may want to go through *The Citation Challenge: Demystifying APA and MLA* tutorial or get more information from a reference manual or your teacher.

## SOME DON'Ts TO KEEP IN MIND

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**DON'T** quote too much throughout your paper. Your teacher is most interested in your own ideas.

**DON'T** just throw quotations in: be sure they are integrated with your own writing.

**DON'T** plagiarize. To avoid plagiarism, do not look at your source while you write a paraphrase or summary. If you do copy from your source, whether hard copy or Internet, be sure to keep accurate records about which words and ideas are yours and which ones belong to someone else.

## EXTRAS

Recommended resources:

## GUIDE TO REFERENCING

Hacker, Diana. *A Writer's Reference*. 5th ed. Boston: Bedford St. Martin's, 2003.

Diana Hacker's web site: <http://www.dianahacker.com>

Special thanks to Writing Tutorial Services, Indiana University, Bloomington, IN for the use of the examples of paraphrasing vs. plagiarizing

## STUDENT LEARNING SUPPORT TUTORIAL

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*The Citation Challenge: Demystifying APA and MLA* – available through the *CTFD Student Learning Support Tutorials Project* online at <http://www.sfsu.edu/~ctfd/tutorials>.

## CERTIFICATE OF COMPLETION

Your teacher may have asked you to provide some proof of completion in the form certificate. If so, print the Certificate of Completion for this tutorial on the following page and fill in the required information for your instructor before handing it in.

# Certificate of Completion

Using Someone Else's Words: *Quote, Summarize and Paraphrase Your Way to Success*

Please print this document, neatly fill in the requested information and do the self-evaluation. Sign it and submit it to your instructor.

Student Name: \_\_\_\_\_  
Last First

Course Number: \_\_\_\_\_ Section: \_\_\_\_\_ Course Title: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Instructor Name: \_\_\_\_\_

By signing below, I certify that I have completed this tutorial as requested by the instructor.

\_\_\_\_\_

Signature

Date



## Self Evaluation

What is (are) the most important thing(s) that you learned from the tutorial?

Is there anything about using references that you are still unclear about? Please be specific.

What other questions do you still have about using references in your writing?